

ECF NEWS

United States Bankruptcy Court District of Nebraska

Issue 5

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Revisions to the Nebraska Rules of Bankruptcy Procedures

(Diane Zech)

The U.S. Bankruptcy Court is in the process of revising the Nebraska Rules of Bankruptcy Procedures adopted in April 1997. Many changes have taken place over the past seven years and so have the procedures of the Court. With the implementation of the court's Case Management/Electronic Case Files (CM/ECF) system, *The Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means* were created. Our plans are to incorporate as much as possible from the *Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means* and the General Orders into the new local rules.

The Bankruptcy Section's Executive Committee in conjunction with the Chapter 12 and Chapter 13 Trustees are assisting the court with the local rule revisions. They are soliciting comments from their fellow members and bankruptcy practitioners. Anyone with suggestions can contact Victor E. Covalt III at 402-436-3030 or send an e-mail to vcovalt@bsclawfirm.com.

With the assistance of the Bankruptcy Section's Executive Committee, the court plans to have a final draft of the new local rules ready to present to the Bankruptcy Section members during the October 2004 meeting. The new rules will then be given to the Nebraska Judicial Council for approval at its January 2005 meeting.

Nebraska is CM/ECf Mentor Court



U.S. Bankruptcy Court, Northern District of Oklahoma in Tulsa

(Donna Soukup)

The Nebraska Bankruptcy Court was named the mentor court for the Bankruptcy Court for the Northern District of Oklahoma in Tulsa. A mentor court assists other courts in the implementation phase of the CM/ECF software. The mentor court's duties included assisting Northern Oklahoma with the obstacles and pitfalls during the implementation and conversion phase of CM/ECF. In June 2003, the Nebraska court sent four staff members, as part of the implementation team, along with staff from the Administrative Office in Washington, D.C. and technical support from San Antonio, Texas, for a site visit with the Oklahoma Northern Bankruptcy Court. During the site visit, the Nebraska staff dealt one-on-one with judges and their staff, systems personnel, clerk's office staff, and administrative staff of the Northern Oklahoma Court. Staff members were

able to share their actual life experiences of living through the CM/ECF transition process. The Nebraska staff came away with a real sense of accomplishment in their mentor responsibilities.

On December 1, 2003, the members of the Nebraska staff and a member of technical support from San Antonio returned to Tulsa for the court's conversion or "go live" date. The conversion for the Oklahoma Northern Bankruptcy Court was a success and the experience gained by the Nebraska Court was rewarded with the opportunity to be named as a mentor court for the United States Bankruptcy Court for the Southern District of Indiana.



U.S. Bankruptcy Court, Southern District of Indiana in Indianapolis (Cheryl Oliver)

The U.S. Bankruptcy Court for the District of Nebraska was asked to serve as mentor to the Southern District of Indiana Bankruptcy Court during their CM/ECF implementation. The mentor team members were Eva Roeber, Chief Deputy, Cheryl Oliver, Deputy-in-Charge, Cheri Sorensen, Assistant Systems Manager, Laura Coyle, Training Coordinator/Backup Courtroom Deputy, and Nancy Gerlach, Quality Assurance Analyst/Case Administrator.

On January 27-29, 2004, the implementation team comprised of members from the Administrative Office in Washington, DC and the Nebraska mentor team members conducted a site visit to the Southern District of Indiana Bankruptcy court located in Indianapolis, Indiana.

One notable highlight of the meetings was Chief Judge Mahoney. Judge Mahoney presented concepts relating to his CM/ECF experiences and best practices derived from his "view from the bench" to the Indiana Southern judges and chambers staff. The mentor team presented CM/ECF operations concepts interactively with software demonstrations, focusing on CM/ECF training techniques.

Privacy Act Effective December 1, 2003

(Laurie Wells)



Effective December 1, 2003, the new rules on privacy took effect. The changes require that filers redact their full social security number and use only the last four digits on documents submitted to the court. Additionally, other personal identifiers such as dates of birth, financial account numbers, and names of minor children should also be redacted from such documents. The Court is not responsible for redacting this information should filers fail to follow these privacy rules.

Reminders:

- Do not attach Form 21 to the voluntary petition. Once it is filed, it will be available to the public.
- Call the court when amending a debtor's social security number. The court will have you e-mail or fax the case administrator the amended Form 21.
- Mail a copy of Form 21 to the Chapter Trustee.

Additional information regarding the new privacy requirements is available on the Federal Rulemaking page of the Judiciary's website at <http://www.uscourts.gov/rules/index.html>. Click on "Pending Rules Amendments Awaiting Final Action," and then select "Amendments Submitted to the Judicial Conference (Sept. 2002)."



2003 Statistics

(Shannon Prall)

Attorney users - 609

Limited users - 206

Image counts : Court - 161,282
Attorney - 391,192
Trustee - 47,045
US Trustee - 2,026

Claims Filed : Court - 15,436
Attorney - 5,179
Creditor - 4,946
Trustee - 678
U.S. Trustee - 9

Miscellaneous Pleadings Filed:

Court - 108,419
Attorney - 51,286
Creditor - 1,045
Trustee - 29,674
US Trustee - 1,309

CM/ECF Shortcuts

If you are more comfortable with the keyboard than the mouse, take a look at the following shortcuts to minimize the number of times you have to reach for your mouse. These shortcuts might make your sessions in CM/ECF more efficient and less frustrating.

To:

Go to next field

Go back a field

Select **Next** or **Submit** key

Go back to the previous screen

Go forward to the next screen

Select from a drop-down list

Select or clear a check box

Find word(s) on page

Open new browser window

Print

Press:

TAB

SHIFT + TAB

TAB* + ENTER or
TAB* + SPACEBAR

ALT + LEFT ARROW

ALT + RIGHT ARROW

TAB* + Type the first letter of the
Desired selection until it is displayed.

TAB* + SPACEBAR

CTRL + F

CTRL + N

CTRL + P



Go to top of page	CTRL + HOME
Go to end of page	CTRL + END
Select menu from browser menu bar (Example: <u>F</u> ile, <u>E</u> dit, <u>V</u> iew)	ALT + First underlined letter of menu name
Select from a drop-down menu in the browser	DOWN or UP ARROW + ENTER
Toggle between browser windows	ALT + TAB
* Press TAB until you have selected the desired button or field. (CM/ECF Shortcuts from <i>The Dispatch</i> - December 2003)	

How May We Help You ?

If you or your staff are having any problems using ECF, we would like to help. It is never too late for training or retraining. We conduct training classes every month in Omaha and Lincoln. We have a **toll free** help desk number - **866-343-5151** - you can call for help with ECF issues. We urge you to call when you are unsure about what event to use, how to link your filing, or where you can find procedural information. We will be happy to work step by step with you through your filing.

Our web site, www.neb.uscourts.gov is **the** source for CM/ECF information with links to manuals and forms.

Little Things Mean a Lot

Do not put the US Trustee on your matrix.

Do not list debtor telephone numbers on petitions.

Do use the new IRS address: Internal Revenue Service
Insolvency
210 Walnut Street Stop 5301
Des Moines, IA 50309-2103

